



INTERNAL QUALITY ASSURANCE CELL

17-03-2018

NOTICE

Respected Sir/Madam,

Greetings from IQAC

For discussing about academic activities for Academic year 2017-2018, a meeting of IQAC members is scheduled on 19-03-2018 at 10.30 AM. All IQAC members are requested to present without any fail.

Copy to,

Principal

Members concerned

Ms. Linu Paulose

IQAC Coordinator




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Indira Gandhi Institute of Engineering
& Technology
Nelikuzhy P.O., Kolhamangalam - 686 691



Date : 19/03/2018
Time : 10.30 AM
Venue : Principal's Chamber/IJET

AGENDA

- Academic Monitoring.
- Internal examination and Question paper analysis.
- Attendance monitoring.
- Students assessment record monitoring.
- Admission process.

MEMBERS PRESENT:

SL NO	NAME AND DESIGNATION
1	Dr. N Malmurugan, Principal, IIET
2	Dr. Siyad KP, CEO
3	Ms Linu Paulose, IQAC Coordinator
4	Ms. Jilu Rose Aby, Assistant Professor, EEE Dept
5	Ms Prema Mani, Assistant Professor, CSE Dept
6	Ms Abeena mol, Assistant Professor, CE Dept
7	Ms Saniya Salim, Assistant Professor, ECE Dept
8	Adv. Ahammed Thasleem, Administrative Officer

The meeting was started at 10.30 AM


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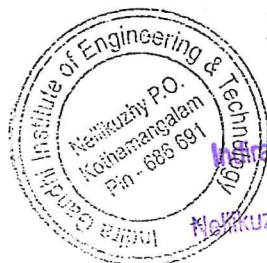


DISCUSSIONS AND DECISIONS:

SL NO	DISCUSSIONS AND DECISIONS	RESPONSIBILITY
1	The overall plan and current teaching-learning process was discussed.	KTU dept. co-coordinators /HODs
2	As per the decision from KTU Decided to create a File system in the department in which all the file should be kept in hard copy form.	IQAC Coordinator/ KTUdept. co-coordinators
3	A General format for internal exam question paper is alized	IQAC Coordinator
4	Discussed about IAT1 Question paper submission on Date.	IQAC Coordinator
5	It is decided to take online student feedback twice in a semester for all subjects preferably after the internal examination.	IQAC Coordinator
6	Dr. Siyad KP CEO informed procedures needed to be started for secondary school visit as part of admission campaign.	Admission cell coordinator
7	Dr. N Malmurugan sir informed meetings need to be conducted with low performance of each class. Students need to be categorizing different groups for proper follow-ups and making them pass university examinations by giving extra care.	All department HODs
8	Administrative officer presents the status of fee collections from the students.	
9	Planned to conduct a program based on document preparation.	IQAC Coordinator/Department Heads

No other particular matters were discussed and the meeting was dispersed at 11.45 A M

Ms. Linu Paulose
IQAC Coordinator



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